

The Spartan Defense Attorney Inquiry web portal allows attorneys to view all warrants on cases assigned to them. Attorneys can find warrants by defendant name, warrant number, indictment number, law enforcement case number (e.g., incident number), and by assigned prosecutor.

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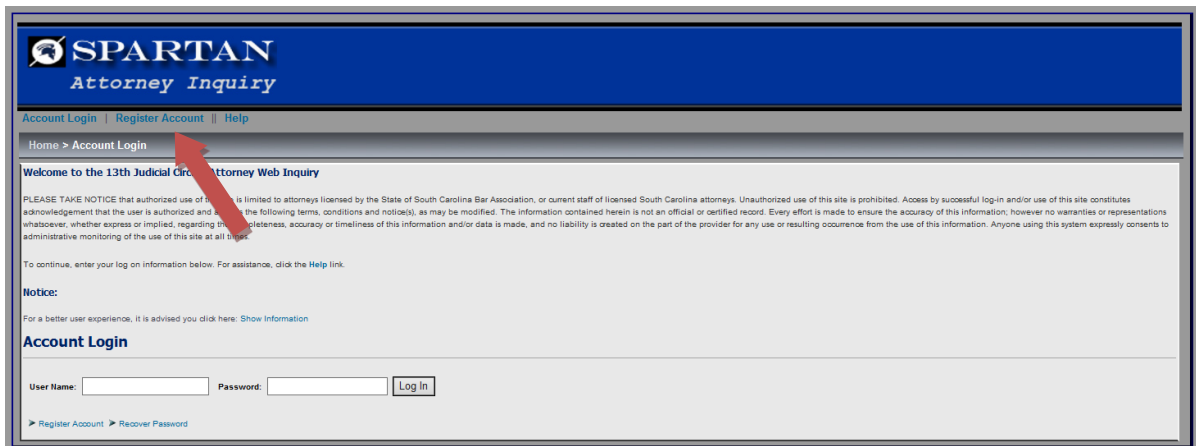
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Creating a New User Account

The Defense Attorney Inquiry web portal requires users to log in with a user name and password; only registered attorneys may use this application.

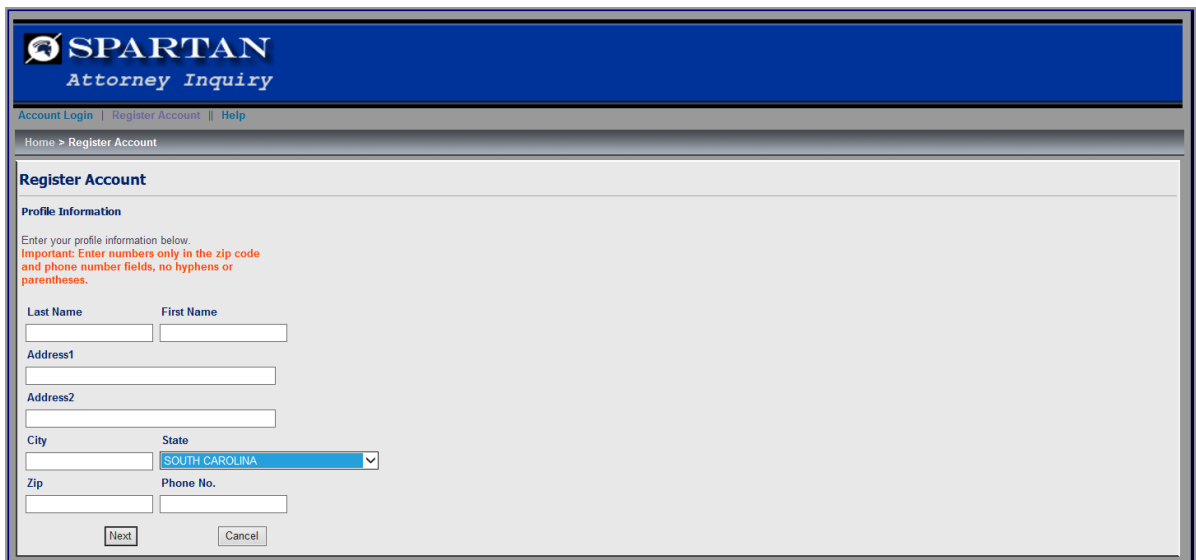
NOTE: The portal locates warrants by matching the user name entered during the log-on process with the attorney user name stored in PCMS. Therefore, **the user name must be entered in the Prosecutor's system first** before a user can log in. Contact Prosecutor's office directly to verify that user name has been entered into their system.

1. Click **Register Account** on the Defense Attorney Inquiry log in page.



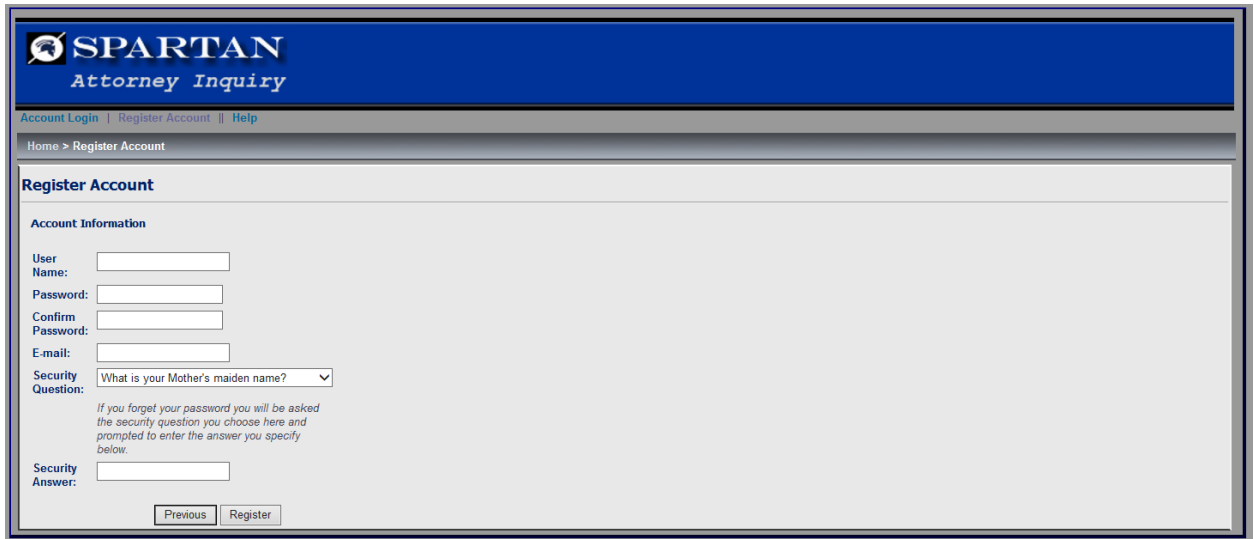
The screenshot shows the 'SPARTAN Attorney Inquiry' web portal. The top navigation bar includes links for 'Account Login', 'Register Account', and 'Help'. Below this, a breadcrumb trail shows 'Home > Account Login'. The main content area has a 'Welcome to the 13th Judicial Circuit Attorney Web Inquiry' message, followed by a disclaimer and a 'Notice' section. At the bottom, there is an 'Account Login' form with fields for 'User Name' and 'Password', and a 'Log In' button. A red arrow points to the 'Register Account' link in the top navigation bar.

2. Complete all fields in screen below (do not enter dashes for phone number), then click **Next**.



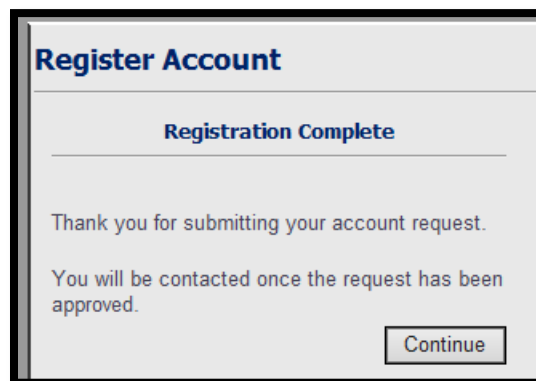
The screenshot shows the 'SPARTAN Attorney Inquiry' web portal's 'Register Account' page. The top navigation bar includes links for 'Account Login', 'Register Account', and 'Help'. Below this, a breadcrumb trail shows 'Home > Register Account'. The main content area has a 'Register Account' heading and a 'Profile Information' section. The 'Profile Information' section includes a note: 'Enter your profile information below. Important: Enter numbers only in the zip code and phone number fields, no hyphens or parentheses.' The form fields are: 'Last Name', 'First Name', 'Address1', 'Address2', 'City', 'State' (a dropdown menu currently showing 'SOUTH CAROLINA'), 'Zip', and 'Phone No.'. At the bottom of the form, there are 'Next' and 'Cancel' buttons. A red arrow points to the 'Next' button.

3. Create user name, password, enter work email address, select security question, and provide answer. Click **Register** when complete.



The screenshot shows the 'SPARTAN Attorney Inquiry' website. The header is blue with the logo and title. Below the header, there are links for 'Account Login', 'Register Account', and 'Help'. A breadcrumb trail shows 'Home > Register Account'. The main content area is titled 'Register Account' and contains a form for 'Account Information'. The form includes fields for 'User Name', 'Password', 'Confirm Password', 'E-mail', and a 'Security Question' dropdown menu. Below the dropdown is a note: 'If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below.' There is also a 'Security Answer' field. At the bottom of the form are 'Previous' and 'Register' buttons.

4. A successful registration displays message below:



The screenshot shows a confirmation message on the 'Register Account' page. The title 'Register Account' is at the top. Below it, the message 'Registration Complete' is displayed in a blue box. The text reads: 'Thank you for submitting your account request. You will be contacted once the request has been approved.' At the bottom right is a 'Continue' button.

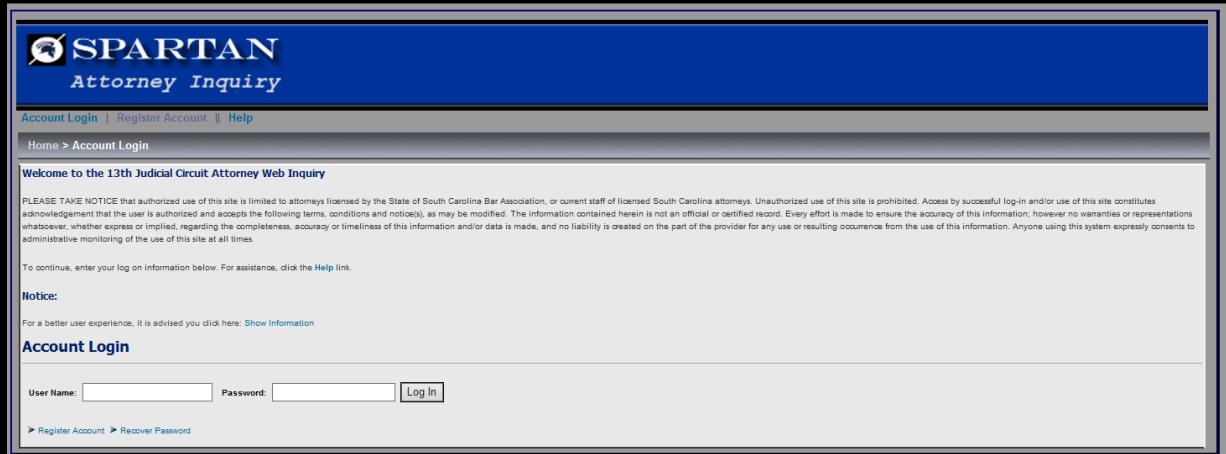
NOTE: An error message will display if any of the info is entered incorrectly or is the user name has not first been registered with the Prosecutor's Office, as noted previously.

5. Although clicking **Continue** will take you to the login screen, you will **NOT** be able to log into the portal until your registration has been approved. Only those with admin access within the Prosecutor's office will be able to approve new registrations.

Logging into the System

1. Once you have been notified that your account has been approved, enter user name and password in appropriate fields.
2. Click **Log In**.

Note: Passwords are case-sensitive; the password **TEST** is not the same as **test**. Also note that the password does not display for security reasons.



The screenshot shows the 'Account Login' page of the SPARTAN Attorney Inquiry system. The header features the SPARTAN logo and the title 'Attorney Inquiry'. Below the header, there are links for 'Account Login', 'Register Account', and 'Help'. The main content area includes a welcome message, a disclaimer, and a notice section. The 'Account Login' section contains a form with 'User Name' and 'Password' input fields, a 'Log In' button, and links for 'Register Account' and 'Recover Password'.

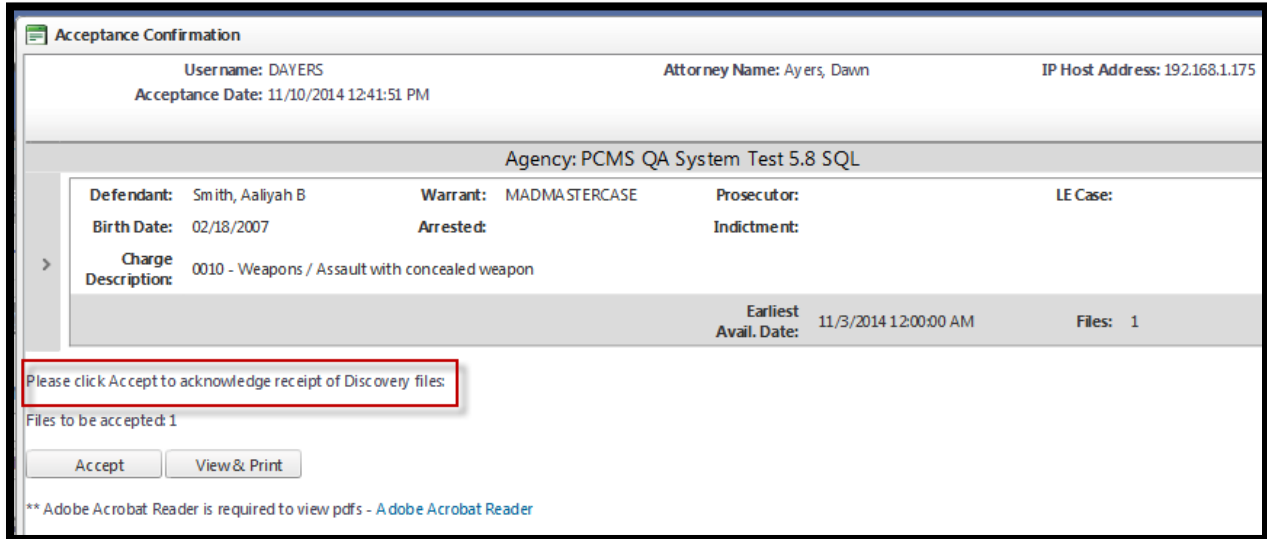
3. If the log in is successful, the main search screen displays:



The screenshot shows the 'Search Cases' page of the SPARTAN Attorney Inquiry system. The header features the SPARTAN logo and the title 'Attorney Inquiry'. Below the header, there are links for 'Search Cases', 'Update Account', 'Logout', and 'Help'. The main content area includes a 'Search Cases' section with a tabbed interface for 'My Warrants', 'By Defendant', 'By Warrant', and 'By Prosecutor'. The 'By Warrant' tab is selected. Below the tabs, there are dropdown menus for 'Agency' (set to 'PCMS QA System Test 5.8 SQL') and 'Status' (set to 'ALL'). There are also 'Reset' and 'Search' buttons.

Discovery Acknowledgement

When a Defense Attorney logs on to the Inquiry web portal, *if any new discoveries have been made available to them*, a pop-up window will appear:



The image shows a web browser window titled "Acceptance Confirmation". At the top, it displays user information: "Username: DAYERS", "Attorney Name: Ayers, Dawn", and "IP Host Address: 192.168.1.175". Below this, the "Acceptance Date" is "11/10/2014 12:41:51 PM". The main section is titled "Agency: PCMS QA System Test 5.8 SQL". It contains a table with case details: "Defendant: Smith, Aaliyah B", "Warrant: MADMASTERCASE", "Prosecutor:", "LE Case:", "Birth Date: 02/18/2007", "Arrested:", "Indictment:", "Charge Description: 0010 - Weapons / Assault with concealed weapon", "Earliest Avail. Date: 11/3/2014 12:00:00 AM", and "Files: 1". A red box highlights a message: "Please click Accept to acknowledge receipt of Discovery files:". Below this message, it says "Files to be accepted: 1". There are two buttons: "Accept" and "View & Print". At the bottom, a note states: "** Adobe Acrobat Reader is required to view pdfs - [A Adobe Acrobat Reader](#)".

This screen will show information related to the case such as the name of the Defendant, the warrant #, Prosecutor, etc.

1. Select **View & Print** to both read and print a receipt for your own records that you have accepted receipt of the new discoveries.
2. Click **Accept** to send a receipt that confirms that you have accepted the Discoveries; you will immediately be taken to the search screen within the DA Inquiry portal.
3. To review the new discoveries, search for this case by warrant number, name of defendant, or click My Warrants.

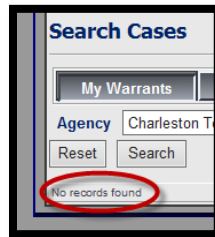
Searching Cases by My Warrants

1. Select the **My Warrants** tab, select Agency and Status **ALL**, **OPEN**, or **CLOSED** warrants.) Click **Search** to view list of all open cases assigned to you.



The image shows the "SPARTAN Attorney Inquiry" web portal. At the top, there's a navigation bar with links: "Search Cases", "Update Account", "Logout", and "Help". Below this is a "Home" section. The main area is titled "Search Cases". There are four tabs: "My Warrants", "By Defendant", "By Warrant", and "By Prosecutor". The "My Warrants" tab is selected and highlighted with a red arrow. Below the tabs, there are two dropdown menus: "Agency" (set to "PCMS QA System Test 5.8 SQL") and "Status" (set to "ALL"). There are also "Reset" and "Search" buttons.

- If the attorney has no current warrants assigned to him, this message will be received:



- If there are current warrants, they will be displayed – up to 25 at one time.

The screenshot shows the "SPARTAN Attorney Inquiry" interface. At the top, it says "Current User: DAYERS" with links for "Update Account" and "Logout". Below is a navigation bar with "Search Cases", "Update Account", "Logout", and "Help". The "Search Cases" section has tabs for "My Warrants", "By Defendant", "By Warrant", and "By Prosecutor". The "Agency" dropdown is set to "PCMS QA System Test 5.8 SQL" and "Status" is set to "ALL". Below these are "Reset" and "Search" buttons.

Defendant	Warrant	Master Case	LE Case	Attorney	Indictment Charge	Prosecutor	Arrested Date of Birth
def, number2	ADDED TO CLOSED	CLK1		Ayers, Dawn			
Smith, Aaliyah B	ADDED TO CLOSED	CLK1		Ayers, Dawn	Abuse / Abuse of incapacitated persons (no longer used) (see 2655)	Young, Janice	2/18/2007
Smith, Aaliyah B	MADMASTER CASE	CLK1		Ayers, Dawn	Weapons / Assault with concealed weapon		2/18/2007
Smith, Aaliyah B	CLOSED CASE	CLK1		Ayers, Dawn	Arson / Arson - First degree (no longer used after 6/13/97) (See 2550)		2/18/2007
Smith, Aaliyah B	CLOSED2	CLK1		Ayers, Dawn	Arson / Arson - First degree (no longer used after 6/13/97) (See 2550)	Eagle, A I H	2/18/2007
Smith, Aaliyah B	ADDED TO CLOSED	CLK1		Ayers, Dawn	Arson / Arson - First degree (no longer used after 6/13/97) (See 2550)	Young, Janice	2/18/2007








- If the search pulls up more than 25 warrants, a status bar will appear showing how many pages of information has been pulled up and provides navigation options:



- To view detailed information on a specific case – select the **Defendant** in the first column; this takes you to the **Case Details** screen.

Viewing Case Details: Downloading Discovery

The Case Details screen shows you all the available details of the case and allows you access to Discovery made available to you:

-  **Defendants:** Name, DOB, address, arrest date
-  **Charges:** Code, description, date charged, indictment #
-  **Parties:** Any associated individual, such as Defense Attorney, witnesses, etc.
-  **Activities:** Discovery Prepared/Received, Disposition, Plea Offer Made, etc.
-  **Events:** Merits Hearing, First Appearance, etc.
-  **Filings:** All Discovery that has been made available to you
-  **Related Cases:**



Current User: DAYERS
Update Account | Logout

Search Cases | Update Account | Logout | Help

Home > Search Cases > Case Details

LE Case #	Warrant #	Agency	Status	Filed	Transferred	Received	Prosecutor	Assigned	Last Acknowledged	True Bill
JZMAST04		10000		7/3/2014	7/3/2014		Young, Janice			

Defendants

Type	Last Name	First Name	Middle Name	Date of Birth	Address	Arrest Date
Defendant	Smith	Aaliyah	B	2/18/2007	1234 Anystreet Ave Spartanburg, SC 29306	

Charges

Code	Description	Date Charged	Indictment #
0559	Abuse / A buse of incapacitated persons (no longer used) (see 2655)	7/3/2014	

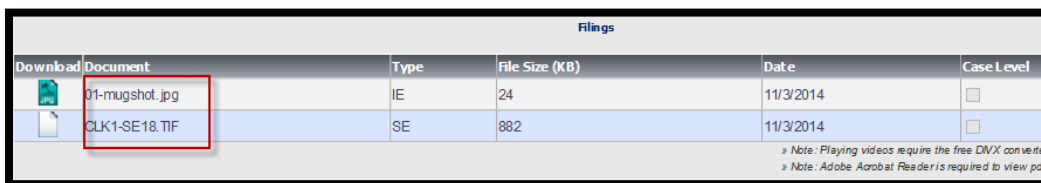
Parties



Type	Last Name	First Name	Middle Name
Def. Atty	Ayers	Dawn	

Activities

Activity	Due	Completed
Testing	7/10/2014	
Defense Attorney Assigned		11/3/2014

1. Scroll down to the **Filings** section – below it shows that there are the two new files for Discovery.
2. Click the icon in the **Download** column to either open or save the file to your hard drive.



Download	Document	Type	File Size (KB)	Date	Case Level
	01-mugshot.jpg	IE	24	11/3/2014	<input type="checkbox"/>
	CLK1-SE18.TIF	SE	882	11/3/2014	<input type="checkbox"/>

» Note: Playing videos require the free DIVX converter
» Note: Adobe Acrobat Reader is required to view pdf

NOTE: If **Filings** contains a video, the DIVX converter is required to play it; download a free copy of the converter from <http://www.divx.com/divx/windows/converter>. Follow instructions on their website to download/install the converter.

To Open/Save an Image, Document, or Video

1. Click the link under file to download.
2. When prompted, select **Open** or **Save**.

NOTE: The file will play more efficiently if you save the file onto your PC first and play it from there.



Viewing Case Details & Related Cases

1. Just underneath the Filings section is **Related Cases**; you can select any case in the Warrant column to view more information.

Related Cases									
Warrant	Defendant	LE Case No.	Attorney	Prosecutor	Arrest Date	Sex	Race	Birthdate	Charge
CLOSEDCASE	Smith, Aaliyah B		Ayers, Dawn			F	2	2/18/2007	Arson / Arson - First degree (no longer us
CLOSED2	Smith, Aaliyah B		Ayers, Dawn	Eargle, Al H.		F	2	2/18/2007	Arson / Arson - First degree (no longer us
ADDEDTOCLOSED	Smith, Aaliyah B		Ayers, Dawn	Young, Janice		F	2	2/18/2007	Arson / Arson - First degree (no longer us
ADDEDTOCLOSED	def, number2		Ayers, Dawn						
JZMAST04	Smith, Aaliyah B		Ayers, Dawn	Young, Janice		F	2	2/18/2007	Abuse / Abuse of incapacitated persons (

2. To return to the Search screen, click **Search Cases** link at the top of the screen.

Searching Cases By Defendant

1. Select **By Defendant** tab.



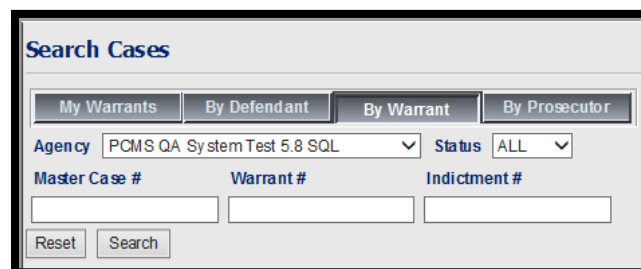
The screenshot shows the SPARTAN Attorney Inquiry web application. At the top is a blue header with the SPARTAN logo and the text "Attorney Inquiry". Below the header is a navigation bar with links: "Search Cases", "Update Account", "Logout", and "Help". A "Home" link is also visible. The main section is titled "Search Cases". It features four tabs: "My Warrants", "By Defendant", "By Warrant", and "By Prosecutor". A red arrow points to the "By Defendant" tab, which is currently selected. Below the tabs are two dropdown menus: "Agency" (set to "PCMS QA System Test 5.8 SQL") and "Status" (set to "ALL"). There are also two text input fields labeled "Last Name" and "First Name". At the bottom of the search area are "Reset" and "Search" buttons.

2. Here you have the ability to search for a name of a Defendant: select **Agency**, **Status** (All, Open, Closed), enter the name of the defendant, and click **Search**.

Note: The search field is not case-sensitive; you can enter **SMITH** or **smith**, the same results will be returned.

Search Cases By Warrant

1. Select **By Warrant** tab; depending on the Admin settings approved by your office, you may be able to view all cases on this tab even if that case is not assigned to you.



The screenshot shows the SPARTAN Attorney Inquiry web application with the "By Warrant" tab selected. The interface is similar to the previous one, but instead of "Last Name" and "First Name" fields, it has three text input fields labeled "Master Case #", "Warrant #", and "Indictment #". The "Agency" dropdown is still set to "PCMS QA System Test 5.8 SQL" and the "Status" dropdown is set to "ALL". "Reset" and "Search" buttons are at the bottom.

2. Select the **Agency**, desired **Status**, and enter **Master Case**, **Warrant**, or **Indictment** number; click **Search**.

3. If a match is found, those results will display:

Search Cases

Agency Status

Master Case # Warrant # Indictment #

Defendant	Warrant	Master Case	LE Case	Attorney	Indictment	Charge	Prosecutor
def, number2	ADDEDTOCLOSED	CLK1		Ayers, Dawn			
Smith, Aaliyah B	JZMAST04	CLK1		Ayers, Dawn		Abuse / Abuse of incapacitated persons (no longer used) (see 2655)	Young, Janice
Smith, Aaliyah B	MADMA STERCASE	CLK1		Ayers, Dawn		Weapons / Assault with concealed weapon	
Smith, Aaliyah B	CLOSEDCASE	CLK1		Ayers, Dawn		Arson / Arson - First degree (no longer used after 6/13/97)(See 2550)	
Smith, Aaliyah B	CLOSED2	CLK1		Ayers, Dawn		Arson / Arson - First degree (no longer used after 6/13/97)(See 2550)	Eargle, A I H
Smith, Aaliyah B	ADDEDTOCLOSED	CLK1		Ayers, Dawn		Arson / Arson - First degree (no longer used after 6/13/97)(See 2550)	Young, Janice

Search Cases By Prosecutor

1. Click to select the **By Prosecutor** tab; the following screen appears:

Search Cases

Agency Status

Prosecutor

2. Select an **Agency**, desired **Status**, select the name of the **Prosecutor**, and click **Search**.
3. All the cases being prosecuted by that individual will be listed:

Search Cases

Agency Status

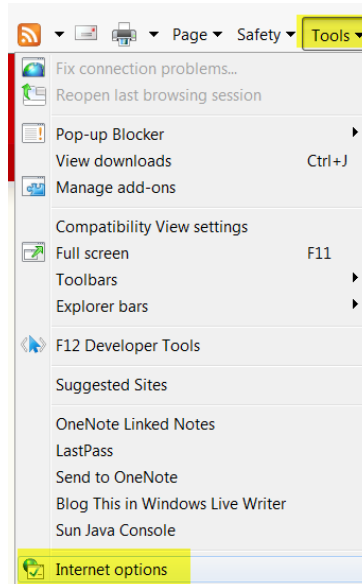
Prosecutor

Defendant	Warrant	Master Case	LE Case	Attorney	Indictment	Charge	Prosecutor
Smith, Aaliyah B	ADDEDTOCLOSED	CLK1		Ayers, Dawn		Arson / Arson - First degree (no longer used after 6/13/97)(See 2550)	Young, Janice
Smith, Aaliyah B	JZMAST04	CLK1		Ayers, Dawn		Abuse / Abuse of incapacitated persons (no longer used) (see 2655)	Young, Janice

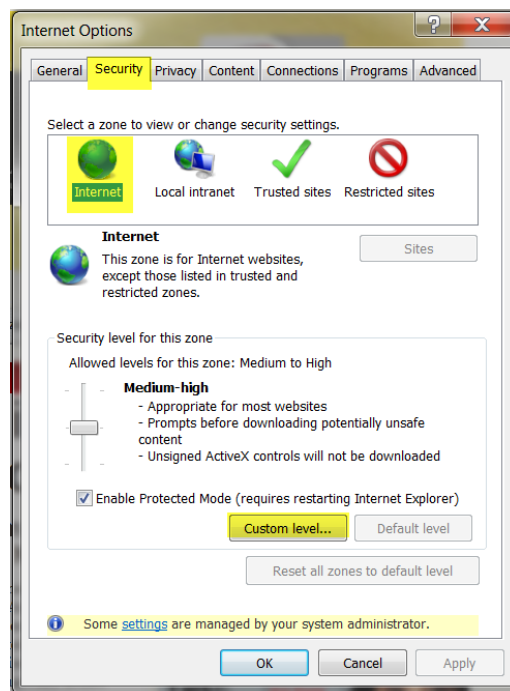
Troubleshooting the Internet Explorer (IE) browser

If an error message is received when trying to download documents from the Defense Attorney Inquiry web portal that says that “security settings do not allow download,” it may be a setting that needs to be changed within the browser.

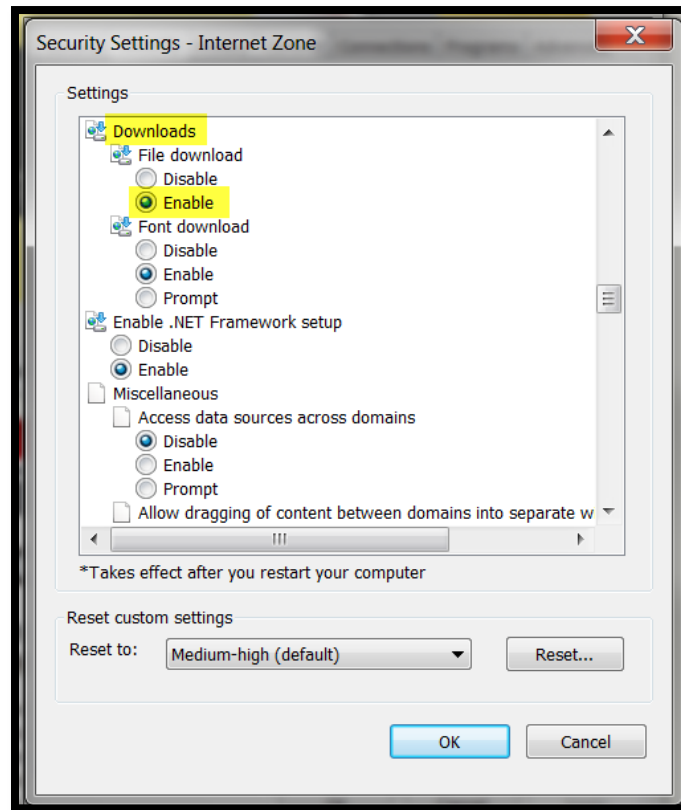
1. Open IE and in the right hand corner of screen, select **Tools**, the **Internet Options**.



2. In the **Internet Options** window, click the **Security** tab, select **Internet**, then **Custom Level**. Click **OK**.



3. In the **Security Settings – Internet Zone** window, scroll down to **Downloads** and make sure that **Enable** is selected.



4. Click **OK**. In the next window, click **Apply** and **OK**.
5. Close **IE** and re-launch the browser.



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Spartan Technology Solutions, Inc.
125 Venture Blvd.
Spartanburg, SC 29306
Office: 864-587-1386

Toll-Free Support: 877-727-8264
Toll-Free Sales: 877-727-8260
Fax: 864-587-1387
Email: support@spartantechnology.com

www.spartantechnology.com